



**USAID**  
FROM THE AMERICAN PEOPLE

# DEMOCRATIC REPUBLIC OF CONGO

**Reference No.:** AID-15-22

**Position/Salary Range:** Administrative Assistant (Education); FSN-7  
*Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage*

**Open To:** All DRC citizens

**Location:** USAID/Democratic Republic of Congo  
Kinshasa, DRC

**Opening:** August 7, 2015

**Closing:** August 28, 2015

**Work Hours:** Full-Time; 40 hours/week

**USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.**

**Completion of a high school degree and fluency in French (Level IV) and good working knowledge of English (Level III) both in oral and written communication are requirements for this position.**

## **Basic Function of Position:**

The incumbent serves as Administrative Assistant providing support to the Education Office/Staff and performing a comprehensive range of procedural, administrative support and contact duties in the range of development assistance functions as part of the education team. S/he provides administrative support in the development and implementation of team activities. This position falls directly under the supervision of the Team leader. The incumbent will not directly supervise others, but will work together with other administrative assistants and other support help.

## **Major Duties and Responsibilities:**

- Managing the team's correspondence control system; keeping updated records of Education mails and work files; receiving, screening, ensuring correct distribution of mail to all team members; searching files and records of the team to assemble background information for correspondence and, as requested, other pending actions; disseminating official guidance and insuring distribution of policies and procedures; reviewing outgoing mail for typographical and grammatical accuracy and conformance with Agency formatting procedures and special instructions.
- Providing assistance to the education team on administrative procedures, word processing, software needs, filing, and documentation requirements.
- Ensuring adequate Office supply within the Education Office.
- Responding directly or drafting responses in English and in French as appropriate, as well as translating non-technical documents from French to English and vice-versa. Drafting clearance cables and attestations for TDYers and Education staff.
- Typing correspondence, cables and reports and assuring that materials are typed, translated and reproduced in a timely manner to meet the deadlines.
- Setting up meetings at the request of the team, or in response to requests from host country officials or other partners. Scheduling appointments, taking messages in team members' absence and directing callers to other staff member or answering questions. Receiving and assisting visitors.

- Participating in Education meetings and preparing minutes of meetings.
- Providing logistical support to team members, special visitors or TDYers working on specific activities managed by the team, including arranging transportation, visa requests, lodging and other reservations, as well as appointments with partners and customers.
- Initiating and tracking TA and travel advance requests for education staff, as appropriate; assisting with travel voucher submission, including collecting travel justification documents; per diem computation; and filling out all required forms;
- Maintaining visitors' calendar and Education schedule of meetings with USAID partners and local officials, and other relevant arrangements.
- Maintaining an updated contact list for the Education team.
- Keeping attendance and leave records for the education staff, and maintaining staff leave, travel, and training schedule and calendar of key events.
- Carrying out other activities as may be necessary.
- 

**Required Qualifications at the Full Performance Level:**

**Education:**

Completion of High school degree

**Prior Work Experience:**

Minimum three years prior experience as office secretary or administrative support.

**Language Proficiency:**

Level IV (Fluency) oral and written French and English level III is required.

**Knowledge:**

Job holder should know USAID mission, organizational structure, and programs agency is involved in, especially in Education office. Job holder should be native of host country (or know a good deal about the host country), and should have basic knowledge of education system. Job holder should know basic secretarial skills, such as computer literacy, note-taking, filing and correspondence.

**Evaluation Criteria and Weights:**

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

**How the selection will be made:**

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR.

HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

**USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.**

**Compensation:**

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

**To Apply:**

**ONLY applicants who meet the minimum educational and fluency in French and good working knowledge of English requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.**

**A complete application package consists of the following:**

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](http://kinshasa.usembassy.gov/opportunities/jobs.html). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (**AID-15-22**) and the Title of the Position(s) for which you are applying (**Administrative Assistant-Education**)

Submit the complete application package via email, to [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)

**Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.**

**Point of Contact:**

Sandra Kiyanga: [skiyanga@usaid.gov](mailto:skiyanga@usaid.gov)

**Only short-listed candidates will be acknowledged.**

**DEFINITION:**

**Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.**

**Closing date for this position: August 28, 2015.**

The U.S. Mission in the Democratic Republic of the Congo provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.